



## Minutes for CCAC Meeting

Date of Meeting: February 21, 2007
Name of Committee: CITY CENTER ADVISORY COMMISSION
Location: Permit Center - #4 Conference Room, 13125 SW Hall Blvd, Tigard
Minutes: Doreen Laughlin, Administrative Specialist II
Called to order by: Chairman Carl Switzer
Time Started: 6:40PM
Time Ended: 9:05PM
Commissioners Present: Carolyn Barkley; Alexander Craghead; Lily Lilly; Alice Ellis Gaut; Suzanne Gallagher; Chairman Carl Switzer
Commissioners Absent: Ralph Hughes (Alternate); Roger Potthoff

**Others Present:** Lisa Olson, Interested party

**Staff Present:** Phil Nachbar, Senior Planner; Doreen Laughlin, City Admin Specialist II

**Agenda Item #1: Welcome and Introductions:** No introductions were needed as there was no one new in attendance.

**Important Discussion and/or Comments:** None

**Action Items (Follow-Up or Votes):** None

**Agenda Item #2: Approve Minutes**

**Important Discussion and/or Comments:** It was moved and seconded that the minutes for the January 10, 2007 meeting be approved.

While looking over the minutes, there was renewed discussion about conferences related to sustainability and newsletter memberships for CCAC members. Phil Nachbar reported he had spoken to Tom Coffee, Director of Community Development, about possible conference attendance, memberships, and/or subscriptions to relevant newsletters. He said it was important they get these things into the budget now as it is being developed. It was decided the CCAC would like memberships in organizations (like Urban Land Institute) that would

provide them with regular publications, so they can continue to educate themselves. They would also like some money budgeted for conferences within the region.

There was some discussion about missing CCAC members and attendance.

**Action Items (Follow-Up or Votes):**

- The minutes were voted on, and approved unanimously, with no amendments.
- Nachbar will check to find the availability and costs of possible conferences and relevant newsletter for subscriptions. They will make a decision by the March meeting so it will be done in time to get into the budget.
- Chairman Switzer will call alternate Ralph Hughes to find out whether he's still interested in being the alternate for CCAC.

**Agenda Item #3: Information Update:**

**Important Discussion and/or Comments:** Phil Nachbar led a discussion about the following:

- **Downtown Updates:** There was discussion about future bi-monthly updates (informal open houses) and whether they should be continued. It was pointed out these should not be held unless there is something new the City is trying to communicate. One of the commissioners suggested if and when these meetings are held, it is important the person running them be skilled in the running of meetings and in holding the attention of attendees. It was noted everything needs to be clearly and professionally communicated in these meetings.

Mr. Nachbar offered the alternative view that these meetings were intended to be informal, and a way to simply provide a way to keep people up to date. It was intended to be informal so that people would feel comfortable talking at the meetings.

- The commissioners agreed they also need to explore different ways of getting the “big picture” shown. The following ideas were put forth as possible vehicles of getting the word out:
  - Targeted mailings – postcards with information and website location
  - Information kiosks
  - 4 or 5 known “outpost” areas on Main Street where the latest information is posted
  - Downtown newsletter
  - Electronic newsletter
  - “8 touch points” concept
  - Tigard Times
- **CCAC Terms:** There was some discussion about the open CCAC positions and who might fill them. It was mentioned it would be nice to have at least one other business/property owner on the CCAC. The commissioners expressed a desire for a



person with a strong business presence, or perhaps a real estate person, as a future commissioner. Chairman Switzer pointed out the importance of filling the positions with people who are committed to attending the required meetings faithfully, with a desire to serve and make a difference. There was discussion about the CCAC "Planning Commission" slot and whether it was practical, or reasonable, to ask a Planning Commissioner to attend both Planning Commission meetings *and* CCAC meetings. There was discussion about amending the CCAC Bylaws requirement for a Planning Commission member slot on the CCAC and changing it to a position for a Tigard citizen with relevant professional experience. Nachbar noted that staff will identify potential candidates and attempt to solicit the interest of possible new members.

- **Fanno Steering Committee** – is comprised of - Dan Dolan (Downtown), Chuck O'Leary (Downtown), Alice Ellis Gaut (CCAC), Carl Switzer (Chair, CCAC), Mike Freudenthal (Parks Board), Trisha Swanson (Parks Board), Eugene Butera (Neighborhoods), Lisa Olson (at-large), Brian Wegener (at-large), Mike Swanda (1<sup>st</sup> alternate), Meg Schulz (2<sup>nd</sup> alternate). The Steering Committee's meeting schedule was discussed and Nachbar related that the group would meet four times at critical points in the master planning process.
- **Fanno Creek Consultant Selection** – Nachbar noted the Fanno Creek consultant selection will most likely be made soon and he was pleased with the caliber of candidates.
- **MTIP Projects** – Commissioner Craghead related his experience in attending Tuesday's meeting regarding MTIP projects. He noted the amount available is \$2.5 million. Commissioner Ellis Gaut said only one of the two projects made the "final cut" - "Greenstreets" made it, but not the "Transit Center."
- **Form based code Consultant Presentation:** There will be a consultant informational presentation on form-based codes on Monday, February 26<sup>th</sup>. This will be in the form of a joint meeting at Town Hall. The attendees will be the Planning Commission, CCAC, and interested parties.
- **Fanno Creek Park Land Acquisition:** There was discussion about acquisition of flood plain properties needed to expand the park boundaries. It was noted by Nachbar that this land is not developable.

**Action Items (Follow-Up or Votes):** Regarding CCAC membership requirements - the following motion was made. "The CCAC recommends City Council amend the CCAC Bylaws as follows: Eliminate the compositional requirement for a Planning Commission representative but, rather, fill that position with a Tigard resident who possesses relevant professional expertise which could include, but is not limited to, for example, real estate development, land use planning, affordable housing, environmental design."

The motion was seconded and passed unanimously.

#### **Agenda Item #4: CCAC Annual Report – Presentation to Council: *Decision***

**Important Discussion and/or Comments:** Phil reported that Tuesday, the 27<sup>th</sup> of February, is the date the CCAC is scheduled to present the 2006 Annual Report of the CCAC to Council. He noted he'd made the recommended changes and the final document had been emailed to CCAC members. (Exhibit A).

**Action Items (Follow-Up or Votes):** Commissioner Ellis Gaut will attend the joint meeting on the 27<sup>th</sup> and present the CCAC 2006 Annual Report to Council.

#### **Agenda Item #5: Main St. Demonstration Project – Lighting/Tree Installation**

**Important Discussion and/or Comments:** There was discussion about the temporary installation of landscaping and lights on a portion of Main Street. Nachbar noted this is a project that had been discussed with the CCAC about 6 to 8 months earlier. At that time it had been decided they would go forward with this and now City Engineer, Gus Duenas, is ready to go forward and needs to know which streetlights to use. Nachbar distributed to the commissioners photos of possible streetlights for the project. It was noted whatever they go with on this demonstration would be what would eventually be permanently installed on Main Street. Of the pictures Nachbar presented, there were three PGE sanctioned lights. They decided on one with a black stripe across the top (exhibit B). There was also some discussion as to where trees should be planted in this demonstration area.

It was mentioned that a decision as to a streetlight had already been made as part of the Streetscape Group, and that the light chosen for the Commuter Rail project was the light chosen.

**Action Items (Follow-Up or Votes):** It was recommended that, for this demonstration, the trees and streetlights be placed on the southeast side of Main Street between Fanno Creek and the railroad tracks. Nachbar said he would follow up to identify what, if any, streetlight has already been chosen.

#### **Agenda Item #6: Work Priorities/Schedule (Feb – June 07)**

**Important Discussion and/or Comments:** Nachbar discussed the Tigard Downtown Work Program (Exhibit C). Chairman Switzer pointed out the CCAC is definitely interested in the design guidelines. Nachbar said that the group would be participating with the Planning Commission which is the identified committee assigned to make land use recommendations to the City Council. Nachbar mentioned there will be a feasibility study done on the Urban Creek/Green Corridor. He noted there is interest in the Farmers Market operating at the Chamber of Commerce parking lot in the Downtown as a mid-week event. The City is assessing the needs identified and whether there are any foreseen problems.

**Action Items (Follow-Up or Votes):** None.



## **Agenda Item #7: Marketing/Land Assembly – Developer Outreach**

### **Important Discussion and/or Comments**

Nachbar mentioned he had an initial meeting with the OPUS development firm and they have shown interest in the Downtown. He indicated that it was good to get some initial impressions from a developer and he will continue making contact with firms to establish a basis for future relationships. One of the issues mentioned by OPUS was the need to create land use regulations that could serve as incentives to develop. As an example, the idea of “up-zoning” properties to increase values by land use might encourage investors to purchase properties they might otherwise not.

There was further discussion about providing information to developers so they can evaluate the market and potential. Mr. Nachbar said that given staff availability, the City would assemble this information, and a general strategy for getting it to the market. If done, this would occur over the next 4 months prior to the end of the fiscal year.

### **Action Items (Follow-Up or Votes):**

## **Agenda Item #8: Other Business:**

**Important Discussion and/or Comments:** The March meeting is set for Wednesday, March 14<sup>th</sup>. Commissioner Ellis Gaut informed the other commissioners she will be unable to attend that meeting.

**Action Items (Follow-Up or Votes):** Meeting was adjourned at 9:05pm.

  
Doreen Laughlin, City Admin. Specialist II

ATTEST:   
Chairman Carl Switzer

## *2006 Annual Report of the City Center Advisory Commission*

The 2006 calendar year marks the first annual report of the Commission as set forth in Section 11 of the new By Laws. This year also began the prioritization, funding, and implementation of key projects identified in prior planning efforts. With the adoption of the Tigard Downtown Improvement Plan in September 2005, the Urban Renewal Plan in December 2005, and the passing of the Urban Renewal Ballot Measure in May of 2006, the ground work was completed to begin a more formal strategy for the Downtown. In August 2006, the City Center Development Agency (CCDA) adopted the *Downtown Implementation Strategy*, which will guide the City's policies and work program for the Downtown over a three (3) year period. The Strategy and work program will be updated annually.

The year began with extensive citizen involvement to inform the public about the upcoming Ballot Measure in May 2006, in which voters would decide whether Tax Increment Financing (Urban Renewal) could be used in the Downtown. The vote passed with a 65% majority. The CCAC became involved with efforts to inform the public and participated in the production of a video about the Downtown Plan and Urban Renewal.

There were several key projects in which the CCAC was directly involved. These projects included Commuter Rail, the upgrade of a shelter for the new Commuter Rail Station, the Downtown Implementation Strategy, a preliminary framework study for new land use regulations and design guidelines for Downtown, the formation of new By Laws, two Metro Transportation Improvement Projects (MTIP) in Downtown, and the Fanno Creek Park Master Plan Request for Proposals (RFP).

From June to September, the Commission worked on a bi-weekly schedule to review and provide policy direction for the development of preliminary land use / design guidelines for Downtown. The Commission is concerned about the impact of development proposals that will be submitted to the City prior to adopting new regulations. Such proposals have the possibility of being "out of sync" with the Downtown Plan, and could obstruct efforts to implement parts of the Plan. As a result, the Commission crafted a letter to potential development applicants in the Downtown, encouraging their adherence to the intent of the Downtown Plan. The letter, now with City Council approval, will be provided at all pre-application meetings for Downtown projects with staff present to explain how applicants can design their projects to be in line with anticipated the design guidelines for Downtown.

The Commission had three recommendations that were added to the preliminary set of land use and design guidelines. The CCAC recommended that staff: 1) evaluate the use of a "form-based code", 2) include height restrictions and a "view corridor" from 99W into Downtown, and 3) develop design guidelines that address the "architectural character" of a traditional Main Street. The Commission is very much in favor of developing a traditional Main Street. A "form-based code" is a new regulatory means of defining architectural criteria in graphic format. In addition, the Commission actively participated in two Outreach Open Houses to update and inform Downtown business and property owners about progress being made and the new regulations being undertaken. The direct efforts of CCAC members were instrumental in gaining attendance and developing relationships that may be helpful to the Downtown mission. Several Downtown business and property owners from these meetings have shown interest in participating in upcoming efforts. Obtaining the support of

Downtown business and property owners will be critical to the future success of Downtown projects.

The Commission worked with Staff to assist in the promotion of two MTIP projects which were identified for Downtown: 1) Main Street Retrofit, the redesign and reconstruction of approximately one half of Main Street in accordance with “Green Street” standards, and 2) Tigard Transit Center Redesign, a master plan to redesign the existing bus station and surrounding area for redevelopment, more efficient bus use, and pedestrian use. The CCAC wrote a letter of support to Metro, which was signed by all of its members. Several members and others made presentations at the Metro “listening posts” at locations in Beaverton and Downtown Portland to provide public testimony for these projects. The projects could significantly improve progress in the Downtown and both are still in the running. A decision will be forthcoming in March, 2007.

The Downtown Implementation Strategy was prepared by Staff and then reviewed and revised with input from the Commission. The Commission played the important role of ensuring that the projects and ideas in the Tigard Downtown Improvement Plan were incorporated appropriately into the Strategy. The Strategy was endorsed by the Commission, and adopted by the City Center Development Agency in August of 2006.

With the passage of the Urban Renewal Ballot Measure in May, the Commission’s future became more secure, and the need for a redefinition of its mission was warranted. The Commission and staff drafted its By Laws and submitted them to Council for revision. The result is a set of By Laws with which both City Council and the Commission are comfortable, and ones for which the Commission feels a personal sense of ownership. They were adopted by Council in October 2006.

One of the key projects begun in 2006 is the Fanno Creek Park and Public Use Master Plan Area Request for Proposals (RFP). The RFP was issued in late November 2006, with proposals due in mid January 2007. The Commission has taken particular interest in the master plan, and looks forward to the role it will play in facilitating broad community support. The Chair of the CCAC will act as Chair of the Fanno Creek Park / Plaza Steering Committee. The design of a central public gathering space that truly meets the long-term needs and desires of the community is an important objective and will become our mission.

#### Additional Recommendations to Council:

In order to better carry out its mission, the City Center Advisory Commission requests that the City Center Development Agency make additional resources available through professional memberships and access to outside expertise, events, and publications.

Signed

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Carl Switzer, Chair, City Center Advisory Commission

